

## POLICE CAPTAIN

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### **DEFINITION**

To assist the Chief of Police in the overall operation of the Department; to supervise division heads in patrol, services and investigations; and to assume the duties of the Chief of Police in the Chief's absence.

### **EQUIPMENT, METHODS AND GUIDELINES**

### **WORKING CONDITIONS**

### **PHYSICAL DEMANDS**

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief of Police.

Exercises general direction over Police Lieutenants and others as assigned.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, objectives, policies and priorities in the Department.

Coordinate the operation and activities of uniform patrol, investigations and services staff in preserving order, protecting life and property and in enforcing laws and municipal ordinances.

Formulate rules, procedures and policies and see that they are carried out.

Research modern police management methods; formulate and enforce rules, procedures and policies for efficient operation of the Department.

Direct the implementation of in-service training programs for assigned personnel.

Reviews the evaluations of employee performance and take appropriate action where necessary; perform other personnel management tasks.

Assist in preparing and monitoring the Department budget.

Confer with citizens, City officials and other criminal justice agencies on law enforcement problems and assist in the development of innovative municipal law enforcement practices.

Assist in coordinating law enforcement activities with the activities of other City departments and other law enforcement agencies.

Act as a liaison to the communications media to assure appropriate press coverage.

Supervise major investigations.

Respond to citizen complaints involving personnel supervised.

Evaluate and develop programs pertaining to Departmental safety.

Serve as Chief of Police in the Chief's absence.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Modern principles, practices and techniques of police administration, organization and operation.

Technical and administrative aspects of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property.

Laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies.

Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Laws, ordinances and regulations affecting the work of the Department.

Principles and practices of budgeting, personnel administration and supervision.

### **Ability to:**

Effectively coordinate the personnel and equipment resources of the Department.

Recommend and implement sound Departmental policies.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Communicate effectively, orally and in writing.

Assume the responsibilities in budget preparation and personnel management.

Assume the responsibilities of the Chief of Police as necessary.

Establish and maintain effective relationships with those contacted in the performance of required duties.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

### **EXPERIENCE AND EDUCATION**

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Seven years of responsible experience in law enforcement work, including at least two years in a supervisory capacity.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration or related fields.

### **LICENSE AND/OR CERTIFICATES**

Possession of an Advanced POST Certificate.

Possession of, or ability to obtain, an appropriate California driver's license.

